

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
August 26, 2019

AGENDA: Reading of the Open Public Meeting Act

ROLL CALL: Scott McDonald, Jeanine Gleba, John Valentine, Ron Duryea, Rosemarie Rosati, and Mayor David Higgins (arrived late) - A quorum was present

Absent: Jacqueline Nassry and Michelle Norris

Also in attendance: Usha Thampi-Lukose; Library Director; Tracy Quamme, Account Clerk; Josh Melchor and Eric Stromfeld from Merrill Lynch Wealth Management.

The regular monthly meeting of the Washington Public Library, Board of Trustees was called to order by President Scott McDonald at 7:00 PM.

PUBLIC HEARING: A motion was made by Ron Duryea and seconded by Scott McDonald to approve the minutes of the regular meeting of the Washington Public Library Board of Trustees held on July 22, 2019 with the correction of the first name of William Gleba as noted by Jeanine Gleba.

Approved with 3 ayes. Mayor Higgins had not yet arrived. Abstained: Jeanine Gleba and Rosemarie Rosati

COMMUNICATIONS: none

AUDIENCE:

President Scott McDonald opened up the audience portion of the meeting. Seeing no one, Scott closed this portion of the meeting.

Since Josh Melchor and Eric Stromfeld were present, Scott McDonald invited them to speak. There was a review and discussion of a draft document that they distributed that outlined proposed roles and responsibilities, investment objectives, portfolio investment policies, including asset allocation policy with proposed allocation percentages, diversification policy, rebalancing and other investment policies, and lastly a section on portfolio monitoring and evaluation. Josh Melchor invited trustees to email any suggested modifications.

Rosemarie Rosati emphasized the importance of having detailed information about the specific investment funds being suggested, including their rating, performance and administrative fees. She said she would quickly schedule a meeting of the Finance Committee to determine the amount of cash that must be retained to cover budgeted expenses for 2019 and 2020.

Jeanine made the motion that at the next meeting we vote on the amended [investment] policy. John Valentine seconded the motion.

(Everyone must submit any modifications that they would like to see to the document at least a week before the next meeting so that the changes can be incorporated and the

modified document redistributed for review prior to the meeting in order to ensure that approval can occur at that meeting.)

Motion approved with all in favor (6 ayes)

REPORTS:

1. President's Report

Scott McDonald's report took the form of a general discussion about several items. He said that he had been present at a wonderful library program with the Washington Police, despite the small number of patrons present. John Valentine agreed that it had been very informative. He reported that five representatives of the police force were present, including the Chief, a Corporal and a Lieutenant. John said that they provided very valuable information about scams and that most of them are targeted at senior citizens.

Scott reported that the Shade Tree Commission would be replacing the Library's Dogwood tree. They do require that we water the tree this fall when it does not rain.

Jeanine Gleba asked for an update regarding the rosebush that had been removed and discarded in error by DPW. Ron Duryea suggested that we secure the permission of the DPW Supervisor regarding where to replant the rosebush, and Scott McDonald stated that he would follow up with the Borough Manager.

2. Treasurer's Report

Jeanine Gleba made the motion to receive and file the Treasurer's report; Scott McDonald seconded the motion.

Discussion – none

All in favor with 6 ayes; 0 nays; 0 abstentions

2. Director's Report

The Director discussed the request for a portable library for the Washington senior center. She will follow up.

Usha Thampi-Lukose reported that Daryl Detrick from Warren Hills Regional School will offer computer coding classes at the Library which will bring in seniors. Jeanine Gleba asked about the logo for the floor plans, and the Director reported that it had not yet been completed.

Jeanine Gleba also asked how the Library would cover the duties of the injured maintenance staff member. Usha Thampi-Lukose added the need to also cover the duties of the child coordinator who will also be on sick leave.

Scott McDonald made the motion that the Library hire temporary help to cover the building maintenance and child coordinator duties, and Jeanine Gleba seconded the motion.

All in favor with 6 ayes.

A motion was made by Mayor Higgins to accept the August Director's report; John Valentine seconded the motion.

The motion was carried unanimously with all in favor (6 ayes).

3. Committee Reports

- a. House Committee – No report.
- b. Policy Committee – Jeanine Gleba reported that the Employee Handbook is still lacking some job descriptions. Prior to the next meeting Ms. Thampi-Lukose is to locate the updates that she had sent to the former President for the 3 different clerk positions.

OLD BUSINESS:

1. Friends of the Library Update

The Friends will have a table at the upcoming Borough Festival. The group will possibly hold a book sale. Betti Singh is also exploring the possibility of obtaining cupcakes from the Warren Hills Regional Technical High School Culinary Cafe that can be used for children to purchase and decorate for a fundraising charge.

NEW BUSINESS:

1. Proposed Trustee Manual – Discussion of relevance of content of template provided by the New Jersey Library Association. Rosemarie Rosati and Jeanine Gleba agreed to edit the document to better reflect current functioning of our Board of Trustees.

EXECUTIVE SESSION (as needed):

ADJOURNMENT: There being no further business, a motion was made by John Valentine and seconded by Jeanine Gleba to adjourn. The motion was carried. Meeting was adjourned at 8:07 PM.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, September 23, 2019 at 7:00PM.

Respectfully submitted,
Rosemarie Rosati
Secretary